

From

The Chief Administrator,
HUDA (Town and Planning Wing)
Panchkula.

To,

1. All the Administrators HUDA
2. All the Senior Town Planners
3. All the District Town Planner
4. All the Estate Officers, HUDA,

Memo no. CTP-DTP-N/JS/3263-3317 Dated:15.4.2008

Subject: Instructions regarding finalization of layout and demarcation plans of shopping centres.

Reference: In supersession to this office memo. no. 814-861 dated 31.01.08.

It has been observed that proper monitoring is not being done for finalization of layout and demarcation plans of sites earmarked for shopping centres in HUDA sectors. Due to non-finalization of these plans, the areas earmarked for shopping centres are not developed in time and these sites gives shabby look in a developed sector. Also these sites are prone to encroachment by squatters. In order to streamline the procedure of preparation/finalization of layout and demarcation plans of shopping centres, it has been decided that:

1. The process of preparation of layout-cum- demarcation plans of shopping centres will commence in a time bound manner immediately after the approval of the Demarcation plan of a Sector in which the dimension of site earmarked for shopping centre will be available.
2. The concerned District Town Planner will prepare and submit at least six copies of the layout-cum-demarcation plan of all the sites earmarked for shopping centre in a Sector to the concerned Senior Town Planner within 60 days of the approval of demarcation plan.
3. The concerned Senior Town Planner will technically examine and forward five copies of the above said plans received from the concerned DTPs to the concerned Zonal Administrator within 30 days. Administrator HUDA will forward it to CTP HUDA within 15 days. CTP HUDA will send the same simultaneously to S.A HUDA for seeking comments within 10 days so that layout plan is completed in all respects for preparing new controls,

so that layout plan is complete in all respects for preparing new controls . After that CTP will get the plan approved from CA HUDA within 15 days of receipt of the plan in his office.

4. CTP HUDA office will circulate a copy each of the approved plan of shopping centre to concerned Administrator, Senior Architect and concerned District Town Planner. On receipt of approved plan, concerned District Town Planner will circulate copies of the approved plan to CE, CCF, STP, SE, EO, XEN and a copy to CTP HUDA.
5. The zoning plans of all commercial sites which are not governed by the architectural controls e.g. hotels, multiplexes, shopping malls, departmental stores etc shall be prepared by the concerned District Town Planner and submitted to the concerned Senior Town Planner within 30 days of the approval of layout-cum-demarcation plan of a shopping centre. STP and Administrators will follow the time limits prescribed in point number 3 above for forwarding zoning plans.
6. On receipt of approved plan, Senior Architect HUDA will convey the job numbers of architectural controls applicable to various commercial sites and supply their copies to concerned Administrator, Estate Officer and District Town Planner for incorporating the same in the approved layout-cum-demarcation plan of the shopping centre.

In case of non-availability of architectural controls,

Architecture wing shall give a time schedule for the preparation of new controls to Administrator and Estate Officer to enable them to finalise their auction schedule accordingly.

7. Once a layout-cum-demarcation plan of shopping centre is approved by CA HUDA, minor amendments required, if any, due to sites conditions / variations in dimensions, if any, will be approved by the Zonal Administrators at their own level and a copy of such approved plan will be sent by the Administrators to CTP HUDA for record.
8. No commercial site shall be put to auction/advertised for sale without approval of the architectural control/ zoning plan in advance, which should be displayed/published at the time of advertisement/auction etc.

otherwise the concerned zonal Administrator as well as Estate Officer (not any lower rank officer) shall be personally held responsible for this lapse and shall be accountable for all consequential losses.

9. No possession of commercial site shall be given unless the job number of applicable architectural control/drawing number of applicable zoning plan is depicted in the possession letter. Otherwise concerned Estate Officer and the Junior Engineer giving the possession shall be personally held responsible as it has huge financial implications.

Above instructions will come into force with immediate effect and should be followed meticulously. Any delay in the prescribed time lines at any level shall be viewed seriously and appropriate disciplinary action shall be taken against the defaulting official/officer. These instructions supercede all previous instructions on the subject and should be got noted by all concerned officials working under your jurisdiction.

These instructions are being issued with the approval of Chief Administrator HUDA.

(Nadim
Akhtar)
District Town Planner
For Chief Administrator
HUDA

Endst. no. CTP-DTP (N)/JS/

Dated:

A copy is forwarded to the following for information and further necessary action:

1. The Administrator HUDA (Hq) Panchkula.
2. The Chief Engineer HUDA, Panchkula.
3. The Chief Engineer HUDA-I, Panchkula.
4. The Senior Architect HUDA Panchkula.
5. The Deputy ESA for incorporating it in the instruction booklet.

(Nadim
Akhtar)
District Town Planner
For Chief Administrator
HUDA